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STAT

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CH/SPAD			
LO/NSA			

REMARKS

STAT

Here we go  
again!

FINE REPORT!

STAT

1 to 3 & 2:

I have requested  
breakdown of  
"gen. op" time vs.  
"project" time. STAT

Gen. op. time seems  
high but don't have  
it by components.  
Also -

told to STAT

Get TID reporting on  
basis of NPIC  
terminology and

## PART I

## NARRATIVE HIGHLIGHTS

1. GENERAL

After five weeks of intensive effort the NPIC Internal Management Survey was completed and a presentation made to Mr. Kirkpatrick on 17 March 1964. The briefing, which was well received, brought favorable comment from many quarters and has provided a keystone for requesting additional positions for the Center as well as laying the groundwork for future management reviews by NPIC. This briefing has been given by [ ] to nearly all supervisors in the Center in order that they might see the results of their participation in the effort and have a better understanding of the importance of management concepts. In addition, Mr. Don Smith, Bureau of the Budget representative to CIA and [ ] of OCR have been given the briefing. The program analysis system is now being revised to provide for the collection of data in line with the categories and functions used in the management study.

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2. BUDGET & FISCAL

a. Due to the tight money situation in the Agency, NPIC was requested by the O/DD/I to re-evaluate the FY 1964 Budgetary Requirements to determine whether all of the current ceiling of [ ] will be required. As a result of an analysis made by the Budget & Fiscal Branch, it was determined that due to the sharply curtailed personnel recruitment program there will be an estimated savings of [ ] during this Fiscal Year. A copy of this analysis was forwarded to [ ] in March so that these surplus funds may be made available, if needed, to other DD/I offices.

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b. As of the end of March with but three months remaining in the Fiscal Year, NPIC has obligated just 50 per cent of its allocated funds. The biggest lag is in the R&D program in which four million must be obligated during the month of April if Procurement Division deadlines are to be met for negotiation of contracts. Very close liaison and support is being maintained with the P&DS to help expedite this program and repeated assurances have been received that the goals will be met.

c. A new overtime regulation was published in March applying to CIA employees in NPIC components and CIA/PID. The new policy should serve as the basis for more equitable payment of overtime and provide an impetus for economy in operation. Partly as a result of this new policy, the total number of hours of overtime worked in March decreased by nearly 30 per cent from the overtime worked in February with a total of 6,430 hours being worked during the two pay periods in March.

### 3. LOGISTICS

a. During March requisitions covering 10 contract actions amounting to [ ] were prepared and forwarded to the Procurement Division, OL. The largest requisition called for a [ ] study to be performed by GE Advanced Technology Laboratory on non-reversible color recording material. In addition, assistance was provided to the Plans & Development Staff by Logistics Branch personnel in preparing and forwarding to the DD/I and the DDCI three proposed R&D actions amounting to [ ]

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b. Numerous building alteration and maintenance matters continued to occupy a great deal of time in the Logistics Branch. Final agreement was reached on relocation of the NPIC Commo Center to the former Portrait Lab on the second floor and renovation plans were drawn up after receipt of recommendations from the Office of Communications. In addition, a study was completed and a work request forwarded to the Office of Logistics for renovating the Publications Division fourth floor area to accommodate their personnel expansion. Also, invitations to bid on the alterations on the first, second, third and sixth floors have been let by GSA and it is expected that work will commence by mid-June. As part of the alteration program provision has been made for an expenditure of \$7,000 to repaint nicked and scratched corridor walls in the building.

c. A new stock record system has been set up in the Logistics Branch reflecting inventory information on all non-expendable equipment charged to NPIC. This card file is expected to be a valuable tool for rapidly providing information on the status and value of NPIC's equipment holdings.

### 4. PERSONNEL

a. Personnel expansion of the Center has ground to a halt and there was a net gain of only one position during the month of March. The recruitment program has narrowed to putting in process a select number of PI's, photogrammetrists and other technical type personnel and the Center has barely been able to match personnel losses with new acquisitions. Ten new employees reported to the Center in March and nine employees left, resulting in a new total on-duty strength of [ ] at the end of the month. Twelve additional cases were placed in process during this period making a total of 43 applicants currently in process.

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b. Competitive evaluations of GS-13's got underway in March with comments being prepared by members of the Career Service Board. Review and final evaluation is expected to be accomplished in late April or early May.

### 5. SECURITY

a. Experience gained in the recent emergency evacuation of the building due to a fire in the vertical conveyor system indicated that the building was not vacated as rapidly as it should be. To speed up the progress, the emergency evacuation instructions were modified, with Office of Security

approval, to eliminate the requirement for securing materials in vault areas when the emergency alarms sound. With this change, personnel in vaulted areas are permitted to vacate the area immediately without putting away or covering classified materials. It is expected this change will speed up the evacuation process considerably.

b. During March the automation of Security Branch records was completed and an initial IBM run was distributed to all Staff and Division Chiefs for review and correction. The corrected runs have been printed and all Divisions and Staffs now have a complete list of their own personnel, alphabetically by Branch, showing every clearance held by each employee. These lists will be updated periodically and copies distributed within the Center.

c. On 18 March the Wall Street Journal printed an article about Mathew McCloskey and his firm McCloskey and Company highlighting the negotiated contract they had for the remodeling of Building 213. As a result of this publicity, a Washington Post Reporter visited Building 213 on 20 March and talked with [redacted] An article and photograph of the building appeared in the 21 March issue of the Washington Post. 50X1

d. On 23 March a flash fire occurred in the quality control area of the Photo Laboratory. An investigation conducted by the Security Branch has resulted in corrective measures in the handling of flammable liquids in the laboratory. The incident also revealed a failure in the fire alarm system and an immediate inspection of all fire alarms in the building was made, disclosing three other areas where they were defective. All defects have been corrected, and a standard routine set up whereby the Night Security Officers on the first Sunday of each month between the hours of 0000 and 0200 will check out every fire alarm in the building to insure that they continue to be in an operative condition.

e. The DCI has directed that a Security Reindoctrination Program be given to all CIA employees. Arrangements have been made with the Office of Security to conduct this security briefing for NPIC employees in Building 213 probably in the latter part of May.

## 6. TRAINING

a. On 27 March, 15 NPIC supervisors completed a one week Management Training Course conducted at [redacted] Initial reports from the participants have been highly favorable and plans for a second running of the course are being worked out with OTR. In addition, discussions are continuing with OTR regarding an in-house Supervision Course for June 1964. 50X1

b. Development of a reading improvement course is progressing. The course presently under consideration is sold by the Perceptual Development Laboratories for use with the Perceptoscope, a training device recently purchased by the Center for use with the Card Punch Operator Training Course. Two qualified instructors have been identified to conduct this course and it is now under discussion with the Assistant for Administration, Executive Director and Director.

c. The Card Punch Operator Training Program recently purchased by NPIC and used for the in-house training of six CSD employees was made available to the Office of Computer Services. OCS has indicated a desire to evaluate the program in terms of their training problems.

d. Considerable efforts have been expended by the Training Branch in planning and implementing the on-site training program. A one-day trip to the Aberdeen Proving Grounds was made on 18 March by 25 NPIC employees and negotiations are underway with the Aberdeen Proving Grounds to have this trip repeated in May for a second group which will include a fire power demonstration scheduled annually for the service academies. A two-week on-site training program for 12 NPIC personnel was completed on 21 March to missile production and testing sites in California. A second such trip is tentatively scheduled to begin on 20 April to missile production and deployment sites in the Southwest U. S.

e. Arrangements have been completed with OTR to conduct a special Writing Workshop in Building 213 commencing in September. This course has been set up to meet the requirements of TID and P&DS.

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

MONTHLY TRAINING REPORT

March 1964

No. of People by Component

TYPES OF TRAINING	OPS	AS	P&DS	PSD	CSD	PD	TID	PID	PAG	DIA	<u>Total</u> NPIC
OTR Courses											
NPIC-Conducted Courses											
On-Site Training Programs											
External Training											

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## TRAVEL STATUS REPORT

March 1964

Travel Orders (Domestic): Total 77

<u>Division</u>	<u>No. of Trips</u>	<u>Purpose</u>
OD	1	Research and Development
AS	6	Invitee
TID	18	Operations Support
	1	EOD
PID	18	Training
	2	Operational Support
	2	Research and Development
P&DS	21	Research and Development
PD	1	Professional Society
CSD	1	Professional Society
	1	Operational Support
	2	Training
PAG	3	Training

Travel Orders (Foreign): Total 2

PSD	2	Operational Support
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